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ORD-209-80

19 February 1980

MEMORANDUM FOR: ORD Career Service Panel  
25X1

FROM: [ ] C/PSR/ORD

SUBJECT: Recommendation for Promotion  
25X1 [ ] GS-6 to GS-7

25X1

1. [ ] has served as a secretary/stenographer with the Agency since October 1978. She has spent this time in ORD and has distinguished herself through her consistently high-level of performance. [ ] holds an associate in applied science degree, obtained in 1978. Since coming to ORD, she has completed the IBM course on the Mag II typewriter and, at her own initiative, recently completed a nighttime course in English Grammar from NOVA. Her formal training record exhibits her "self-starter" characteristics that are also apparent in the office. Her training, attitude and experience makes her a valuable contribution to ORD and PSRD in particular. (U)

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2. Since joining PSRD, [ ] has assumed responsibility for a wide-range of duties. She performs all typing for 6-8 technical officers in both Agency and National programs. In addition, she performs all typing and secretarial duties for the Assistant to the C/PSR for National programs. These later requirements are demanding not only in quantity of typing but also in quality and knowledge of procedures. The typing responsibilities include preparation of outgoing TWX traffic which is required by the National system. This involves the typing of the TWXs and coordination with the relevant OD&E personnel. [ ] is also required to maintain/revise the filing systems consisting of seven wall safes containing both Agency and National program materials. These filing systems are separate and involve different procedures and filing requirements. Other duties include the preparation of all travel arrangements for the technical officers, handling incoming phone calls--providing accurate messages as required, xeroxing and routing incoming and outgoing mail. (S)

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*approved*

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3. There are several aspects of  performance that justify this request for promotion. The first is the sheer quantity of paperwork generated by the technical office within the Agency and National systems. Much of this paperwork leaves the office and therefore high quality is also required. Secondly is her ability to learn rapidly and adjust to changing priorities.  rapidly came up-to-speed by learning the two separate Agency and National sets of procedures and rapidly accommodates changes in these systems. Changes in procedures occur frequently in the National system. Thirdly is her experience in the unique work environment of this office. Her knowledge of typing formats, filing procedures, routing procedures, etc., is extensive and makes the difference between the smooth day-to-day operation we enjoy and the hectic, inefficient chaos it would otherwise be. Lastly is her positive "can-do" attitude. This is apparent not only in the way she conducts her work but also in the way she deals with visitors, telephone conversations and her ability to perform under pressure--a frequent requirement. In summary,  is a highly-valued employee whose performance is truly noteworthy. (S)

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4. It is strongly recommended this promotion be approved since  has clearly demonstrated the requisite skills. (U)

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APPROVAL FOR THE ORD CAREER SERVICE PANEL:

21 Feb '80

Date

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